Core Curriculum for Personal Property Management Certificate of Accomplishment

Course Title	Course Code	Course Length	CEU/CPE	FaxBack #
Required Courses: 12.0 CEUs				
Property Management for Custodial Officers	PROP7103D-C13	2 days	1.2 CEU	1820
Property Accountability: The Life Cycle	PROP7102D-C13	5 days	3.0 CEU	1880
Warehousing, Operations and Disposal	PROP7001D-C13	4 days	2.4 CEU	1882
Applications in Personal Property Accountability	PROP7101D-C13	5 days	3.0 CEU	1879
Supervised Application in Property Management*	PROP9100D-C13	5 days	3.0 CEU	1881
Elective Courses: 9.0 CEUs				
Bar Coding: Current Technologies	PROP7011D-C13	1 day	0.6 CEU	1728
Basic Statistics	STAT7000D-C13	4 days	32 CPE	1330
Clear Writing Through Critical Thinking	WRIT7100D-C13	3 days	1.8 CEU	1510
Contracting Basics for COTRs	ACQI7003D-C13	3 days	1.8 CEU	1333
Cost and Price Analysis	ACQI8102D-C13	5 days	3.0 CEU	1747
Essentials of English	ENGL7000D-C13	5 days	3.0 CEU	1139
Fundamentals of Writing	WRIT7010D-C13	3 days	1.8 CEU	1519
Introduction to Government Contracting	ACQI7001D-C13	5 days	3.0 CEU	1787
Introduction to Financial Management	FINC7000D-C13	3 days	24 CPE	1308
Management Analysis: Overview	PGMT7000D-C13	4 days	2.4 CEU	1356
Math Essentials	MATH7000D-C13	2 days	1.2 CEU	1357
Personal Property Management Relates to OSHA Training	PROP8001D-C13	2 days	1.2 CEU	1883
Project Management	PGMT7005D-C13	4 days	2.4 CEU	1328
Space Management: Office Layout Workshop	PROP7010D-C13	5 days	3.0 CEU	1888

*This is the final course in the certificate program and should be taken after all other requirements are fulfilled.